

VOLUNTEER ROLES

Events & Communications



<p>Purpose</p>	<p>To support the work of George House Trust through helping with events, communications and fundraising.</p> <p>Events and Communications volunteers will support the organisation and co-ordination of the events we attend including Greater Manchester Pride events.</p>
<p>Work Area</p>	<p>Events</p>
<p>Key Activities</p>	<p>As an Events and Communications Volunteer, you'll be helping to organise a presence at events throughout Greater Manchester as well as coordinating volunteers to attend these events.</p> <p>This is a great opportunity to gain or develop skills in event organisation, as well as supporting to create online content and co-ordinate volunteers.</p> <p>You'll also gain experience of being part of a team in a busy small charity.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> ▪ Organising George House Trust's presence at events such as Greater Manchester Prides and one off events throughout the city. ▪ Attending events and raising awareness of George House Trust. ▪ Co-ordinating volunteers to attend events. ▪ Managing marketing materials and creating event packs. ▪ Creating innovative ways to engage the public at events. ▪ Creating and delivering event-specific volunteer briefings ▪ Raising the online profile of George House Trust before, during and after events. ▪ Attending monthly meetings with Volunteer Co-ordinator
<p>Time Commitment</p>	<p>Office based, 7 hours per week (can be spread over two days) for a minimum of 6 months plus events across Greater Manchester.</p>
<p>Location</p>	<p>George House Trust offices and various locations in Greater Manchester</p>
<p>Skills/experience required</p>	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Ability to follow instructions ▪ Excellent people skills ▪ Able to work professionally and politely with members of the public ▪ Able to give information clearly and accurately ▪ Punctual and reliable ▪ Ability to work as part of a team. ▪ Work within the boundaries of your volunteer role ▪ Understanding of GHT history and ethos ▪ Understanding of GHT organisational structure/services ▪ Basic understanding of other services in the statutory/voluntary sector ▪ Good understanding of GHT confidentiality policy ▪ Good understanding of equality and diversity issues ▪ Ability to work independently ▪ Ability to record information clearly and accurately

Volunteer Role Description

Training required	<ul style="list-style-type: none">▪ One to one induction▪ A commitment to complete one training session per year
DBS required?	No
Supervision arrangements	<ul style="list-style-type: none">▪ Support and guidance from Volunteer Co-ordinator and Community Fundraising Organiser▪ Monthly Meetings
Further Information	For further information, or to get involved email rachel@ght.org.uk

